

Comptroller



Job Code: 1591
Grade: 137
Reports to: Director of Finance & Administration
Salary Range: \$75,940 - \$119,055
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs professional, technical, and supervisory accounting work of a highly responsible nature in the operation and direction of government financial accounting systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work under the general supervision of the Director of Finance and Administration. Supervision is exercised over subordinate administrative support and paraprofessional personnel.

ESSENTIAL FUNCTIONS

Planning, organizing, and directing accounts payable, payroll, and wire transfers; ensuring that all regulations and procedures are followed; maintaining appropriate records and files; preparing reports.

EXAMPLES OF WORK

- Oversees, reviews, and provides final authorization for all disbursements involving accounts payable, payroll, and wire transfers.
- Reviews supporting documentation; identifies and corrects errors.
- Oversees and participates in the preparation of a variety of financial records and reports.
- Manages financial information systems; provides training and problem resolution to system matters.
- Identifies system errors and opportunities for better reporting.
- Researches relevant issues such as tax implications, future earnings implications, legal compliance, and alternative methods to achieve goals.
- Assists other departments in researching their financial options.
- Supervises and trains subordinates in accounting methods and impact of transactions.
- Communicates policies and their application to department staff.
- Assists in the development of the annual budget; reviews prior year transactions, current year directions, and regional/national economic factors.
- Develops and analyzes projections from external sources and other departments.
- Participates in and supervises special projects when required.
- Acts as a liaison to external governmental agencies.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting; comprehensive knowledge of the principles and practices of a municipal purchasing system; thorough knowledge of the practices, methods, and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct, and evaluate the work of subordinate employees; ability to establish and maintain effective working

relationships with vendors, associates, and the general public; ability to communicate complex ideas, both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Business Administration, Finance, or related field. Possession of a Certified Public Accountant (CPA) Certificate preferred. Five (5) to seven (7) years of professional accounting experience, the majority of which shall have been in a municipal environment in a supervisory or managerial capacity over accounting or internal auditing functions; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires fingering and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.